

Spec. Code: 4747(2770)
Occ. Area: 01
Work Area: 215
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 08/01/91

GOVERNMENTAL LIAISON OFFICER

Function of Job

Under direction from a designated supervisor, to provide professional staff assistance in the activities of a governmental liaison office of an institution/agency

Characteristic Duties and Responsibilities

1. receives, investigates, and responds to inquires from state or federal legislators, executive officers, agency officials, their staff, or constituents regarding constituent problems or other specific problems, including explaining the programs, policies, or procedures of the institution/agency to the persons making inquiry
2. analyzes and explains to staff of the institution/agency or to governmental officials the possible impact of proposed legislation or regulations on the institution/agency
3. assists in the development of institutional/agency positions on proposed legislation or regulations; assists in preparing testimony to be offered by staff of the institution/agency before governmental bodies or in drafting responses to the governmental bodies
4. monitors the progression of legislation or regulations through steps required for adoption
5. carries out special projects as assigned
6. advises and makes recommendations on the operations, goals, objectives, and policies of the liaison office
7. coordinates mailings to governmental officials
8. supervises support staff
9. performs related duties as assigned

GOVERNMENTAL LIAISON OFFICER

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Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in public administration, business administration, political science, or a related field

or

(B) three years of progressively more responsible support experience directly related to governmental processes (such as support-staff experience in the office of a legislator, executive officer, or agency executive)

or

(C) any combination of A and B that totals three years
2. one year of responsible work experience directly related to governmental processes (such as a governmental intern, lobbyist, or legislative staff member)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of governmental bodies, their practices , and procedures (such as legislative processes and steps involved in the adoption of regulations)
2. ability to learn laws and regulations affecting the institution/agency to be served
3. ability to learn programs, practices, and policies of the institution/ agency to be served
4. ability to answer questions and resolve problems tactfully
5. ability to analyze and explain impact of legislation or regulations on the institution/agency to be served
6. ability to work effectively with governmental officials, their staff, and constituents
7. ability to work within short time constraints and under pressure
8. ability to exercise independent judgment
9. good written or oral communications skills
10. skill in the operation of automated office equipment